

DOCUMENTS TO BE SUBMITTED

RESPECTING THE DATES INDICATED ON THE CALENDAR OF DEGREE EXAMS WHICH CAN BE CONSULTED ON THE DEPARTMENT WEBSITE AND IS AFFIXED ON THE BULLETIN BOARD OF THE STUDENT AND TEACHING OFFICE, THE GRADUAND MUST:

- **submit DEGREE APPLICATION** (<http://www.unisi.it/ufficio-studenti-diism>) completed correctly in all its parts, signed by the Supervisor and accompanied by a revenue stamp for the applicable amount, and
- **submit ACADEMIC RECORD BOOKLET** (if issued by the Student and Teaching Office)

- **Send the THESIS ABSTRACT by e-mail to the President of the Teaching Committee with copy to the Student and Teaching Office** (highlighted top left, the following should be indicated: registration number, candidate's first name and surname, name of Supervisor and of any co-Supervisors, academic year, thesis title).
- **Complete the ALMA LAUREA QUESTIONNAIRE** immediately after submission of Degree application <http://www.unisi.it/didattica/placement-office-career-service/almalaurea-bachecca-offerte-stage-e-lavoro>
The receipt of the questionnaire must be signed, scanned and sent via e-mail to almalaurea@unisi.it
Failure to send the receipt will result in exclusion from the Degree exam

In the case of **Theoretical/Experimental Theses**, the **THESIS DRAFT** must be sent to the Examiner at least **TWENTY DAYS BEFORE THE DATE OF THE DEGREE EXAM.**

TEN DAYS BEFORE THE DATE OF THE DEGREE EXAM:

Submit the TEXT OF THE DEGREE THESIS:

- **1 hard copy for the Student and Teaching Office** (plus additional copies for any co-Supervisors and Examiners) with the title page signed by the Supervisor and stamped by the Student and Teaching Office
- **1 CD copy to be submitted to the Library** in one PDF file including the title page, accompanied by the **consultation release form** (<http://www.sba.unisi.it/bast/modulistica>).

The Library will accept only consultable CDs

Check that you have no outstanding matters with the Library (books on loan, unpaid costs for inter-library loan books and magazine articles, etc.)

By order of the Rector, the graduand must settle his/her situation with the Library thirty days before the date of the degree exam. **The existence of outstanding matters with the Library incurs automatic disqualification from the degree exam.**

In the event that the graduand intends to request the Original Degree Diploma (Parchment), submit:

- **application** (<http://www.unisi.it/ufficio-studenti-diism>) + **2 revenue stamps for the applicable amount**
- **receipt of payment of the sum due (payment slip to be collected from the Student and Teaching Office)**

WARNINGS

The Degree Thesis must meet the **following compulsory requirements:**

- a) the binding must be done with hot glue;
- b) The copy for the Student and Teaching Office **must necessarily** be printed **front/back**;
- c) **Templates** for writing the thesis are available from the website of the Department (Teaching/Theses and Internships sections)

Under his/her own responsibility, the graduand declares that the content of the copies of the thesis submitted to the Supervisor, any co-Supervisors, any Examiner, the Library and the Student and Teaching Office is identical